

Daily Census Report for the RI Training School

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School

Policy: 1200.0504

Effective Date: November 8, 2010

Version: 1

The Daily Census Report is an essential tool for the safe, orderly and efficient management of the RI Training School. Accurate census records are maintained for all units and facilities in the RI Children's Information System (RICHIST), the DCYF management information system. The census report is disseminated daily to all Training School units.

Related Procedure

[Daily Census Report for the RI Training School](#)

Daily Census Report for the RI Training School

Procedure from Policy 1200.0504: Daily Census Report for the RI Training School

- A. The Superintendent designates staff to compile the Daily Census Report, which includes the following information:
 - 1. Number of residents in each unit and facility
 - 2. Capacity of each unit and facility
 - 3. Identification of adjudicated residents
 - 4. Temporary community placements
 - 5. Elopements
 - 6. Other absences
- B. A RICHIST number is identified for or assigned to each resident at detainment to ensure ready access to and linkage of information entered into RICHIST.
- C. All new intakes, releases or transfers of residents are reported to the Master Control Center immediately by Unit Managers or their designees.
- D. The Master Control Center maintains the daily record of the movement of residents. This record includes the names of residents who have been detained, released or transferred and who have eloped or have returned from elopement.
- E. Paragraphs A – D are consistent with American Correctional Association (ACA) Standards 3-JDF-3A-03; 3-JDF-3A-13; 3-JTS-3A-13 and 3-JTS-3A-14.